

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Engineering Assistant I/II	<b>Job Family:</b> 3/3
<b>General Classification:</b> Front-Line	<b>Job Grade:</b> 16/20

**Definition:** To perform professional and technical engineering work in assigned area of responsibility including, but not limited to design, land development, environmental management, capital improvements or landfill postclosure.

**Distinguishing Characteristics:** Engineering Assistant I - This is the entry level class in the paraprofessional engineering series. Positions in this class possess the applicable training background required of classes in the paraprofessional engineering series, yet typically lack practical work experience. The Engineering Assistant I class is distinguished from the Engineering Assistant II by the performance of less than the full range of duties as assigned to the journey level class within this series. This class is typically used as a training class in that incumbents may have only limited related work experience. Incumbents work under direct supervision while learning job tasks. Receives immediate supervision from a higher level professional or paraprofessional engineering staff member. May receive functional or technical supervision from other division staff.

Engineering Assistant II - This is the journey level class in the paraprofessional engineering series. Positions in this class possess the applicable experience and training background required for classes in the paraprofessional engineering series. The Engineering Assistant II is distinguished from the Engineering Assistant I by the performance of the full range of duties as assigned with only minimal instruction or assistance. Incumbents work independently, seeking assistance only as new or unusual situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the Engineering Assistant I class. Receives general supervision from a higher level professional or paraprofessional engineering staff member. May exercise technical and functional supervision over less experienced paraprofessional and/or technical staff.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Perform paraprofessional and technical engineering work relative to assigned area of responsibility including, but not limited to, design, land development, capital improvements, environmental and regulatory management and/or landfill postclosure.

2. Design and prepare plans and specifications for public works projects including pumping stations, streets, storm drains, sewer lines, landfill postclosure systems and related projects; research project design requirements; perform calculations and prepare estimates of time and material costs.
3. Coordinate postclosure maintenance crews and consultants to meet regulatory required program schedules for testing, sampling and reporting of groundwater monitoring, gas well field balancing, leachate pumping and landfill cap repair needs.
4. Develop revised design and construction standards for public works structures and appurtenances.
5. Investigate field problems affecting property owners, contractors, utility operations and postclosure maintenance operations; resolve problems or refer as appropriate.
6. Request and/or participate in the collection of survey and mapping data, including the landfill.
7. Prepare estimates and feasibility reports for new or modified services and structures and landfill maintenance activities.
8. Participate in the plan check, review and processing of plans for private developments affecting City streets, sewers, drains, landfill and related public works and public services facilities; assure compliance with appropriate codes, ordinances, rules and regulations.
9. Prepare visual presentations and reports.
10. Prepare special engineering studies and reports.
11. Coordinate public works activities and landfill postclosure maintenance activities with other City departments, divisions and sections and with outside agencies.
12. Perform related duties as assigned.

**Minimum Qualifications:**

Engineering Assistant I

Knowledge of: Principles and practices of engineering as applied to public works, utilities, transportation or land development; applicable laws and regulatory codes

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relevant to assigned area of responsibility; methods, materials, tools and equipment used in engineering construction; principles of algebra, geometry and trigonometry and their application to engineering.

Ability to: Prepare plans and drawings neatly and accurately; calculate engineering design computations and check, design and prepare engineering plans and studies; learn and understand City engineering policies and procedures; learn applicable laws and regulatory codes applicable to areas of assigned responsibility; communicate effectively, both orally and in writing; use and care of engineering and drafting instruments and equipment; prepare reports encompassing raw technical data; make effective cost estimates and recommendations; establish and maintain effective work relationships with City staff, developers, contractors, engineers and the general public.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: None required; equivalent to the completion of the 12th grade supplemented by college level courses in drafting or mechanical drawing.

**Required Licenses or Certificates:** Possession of, or ability to obtain, an appropriate, valid California driver's license.

**Minimum Qualifications:**

Engineering Assistant II

In addition to the requirements for the Engineering Assistant I:

Knowledge of: Applicable laws and regulatory codes relevant to assigned area of responsibility; methods, materials and techniques used in the construction of public works and utilities projects; modern standards of alignment, grade and compaction of streets; topographic and construction surveying; strengths, properties and uses of engineering construction materials.

Ability to: Administer contracts and coordinate and review the work of outside consultants; design common engineering structures and facilities; use drafting and surveying instruments to prepare maps, plans, cross-sections and profiles; use automated, computer-aided drafting software; prepare quantity and cost estimates.

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**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Two years of increasingly responsible and varied para-professional engineering experience, one of which is comparable to an Engineering Assistant I with the City of Mountain View; and equivalent to the completion of the 12th grade supplemented by college level course work in engineering or a related field.

**Required Licenses or Certificates:** Possession of an appropriate, valid California driver's license.

Established February 1980

Revised July 1996

CLASS SPECS

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